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MEMORANDUM FOR:

SUBJECT: Revision of Mail Control and Filing Procedures

1. The recommendations contained in the Records Management Survey of the Office of the Director have been approved. The effective date of the recommendations will be 4 May 1953, however, some time will be required to complete the transition from the present to the proposed system.

2. Records Analysts from the Records Management and Distribution Branch of Office of General Services will furnish the supplies and the technical and clerical assistance required for conversion to the new systems. They will also periodically review the system with responsible officials to assist with any current problems and to assure the continuance of the program.

3. A tentative schedule is shown below for Records Analysts to assist the various offices in disposing of present accumulations of records and to set up files listed as the exceptions in recommendation one:

Director of Central Intelligence	4 May 1953
Dep. Director of Central Intelligence	6 May 1953
Dep. Director (Administration)	11 May 1953
Dep. Director (Intelligence)	13 May 1953
Dep. Director (Plans)	18 May 1953
Inspector General	20 May 1953

4. The adoption of these recommendations is a necessary step in establishing an adequate records management program for the Agency. Your full cooperation in making the change effective will be appreciated.

ALLEN DULLES
Director of Central Intelligence

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